

Postgraduate Academic Convenor

July - June, Part Time, Voluntary

Aim

The role is to represent postgraduate students' interests in academic issues to the University and within the Students' Association.

Key Responsibilities

What you will be doing:

- Represent postgraduate students in academic matters, including Library affairs.
- Liaise with the Postgraduate Class Representatives.
- Be the postgraduate student member on the Academic Council, Learning and Teaching Committee, and Postgraduate Research Committee.
- Be an active member of the Postgraduate Society Committee, School Presidents' Forum, Education Committee, and Students' Representative Council
- Convene and Chair the Postgraduate Executive Forum.

How you will be doing it:

- Keep regular contact with Postgraduate Class Representatives keeping them updated about issues affecting the postgraduate community.
- Liaise with the Provost Office and Provost Office about Postgraduate Academic issues.
- Liaise with the Director of Education, School Presidents, and other elected officers.
- Liaise with St Leonard's College.

Useful Skills or characteristics

- Knowledge of and experience of the postgraduate academic representation as a Postgraduate Class Representative.
- Be passionate about the postgraduate community and enhancing the postgraduate academic experience.
- Good organizational and time management skills.
- Ability to have a vision for projects through the year and motivation to see it through.
- Ability to coordinate and communicate with a diverse group of students and staff.
- Ability to handle sensitive information confidentially.
- Confidence in meetings and discussions.

Skills you can expect to learn and develop

- Develop confidence and communication skills.
- Learn to negotiate with a wide range of people.
- Increase organisational skills and flexibility.
- Improve time management skills.
- Gain experience of leading and supporting a diverse team.
- Get a better understanding of the University and higher education in general.

Expected time commitment

On average you will spend between 8-10 hours a week on this role. Some weeks will be more demanding than others.

Eligibility

Any matriculated postgraduate student of the University of St Andrews is eligible to nominate themselves for the position of Postgraduate Academic Convenor and vote in this race.